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6 DEC 1984

MEMORANDUM FOR: Chief, Records Systems Branch
Office of Information Services, DDA

25X1 FROM: 
Chief, Information Management Staff

SUBJECT: DDO Annual Records Inventory - 1984

REFERENCE: Memorandum from Chief, OIS/Records Systems Branch
Regarding Agency IMOs' Reporting Inventoried
Records Holdings

Attached herewith are two each completed copies of Form 3581
(Annual Report of Records Holdings) submitted in compliance with
reference request.

25X1 Attachment: a/s

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Chief, Records Systems Branch, RMO Office of Information Services			FROM: (Directorate and Office) Chief, Info Mgmt Staff DDO DDO/IMO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 24839.9	CUBIC FEET 24839.9	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			2781.5	315.3	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			442.1	168.8	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			0	0	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 515	/// ÷ 7 =	73.6	
	Audio Tapes	2010	/// ÷ 20 =	100.5	
	Video Tapes	932	/// ÷ 7 =	133.1	
	Disc Packs	216	/// ÷ 2 =	108.0	
	Word Processing Magnetic Tapes	258	/// ÷ 72 =	3.6	
	Word Processing Magnetic Cards	///	11.7 ÷ 6 =	1.9	
	Magnetic Diskettes 5 1/4"	///	21.6 ÷ 5 =	4.3	
	Magnetic Diskettes 8"	///	24.1 ÷ 2 =	12.1	
	Paper Tapes (on reels)	0	/// ÷ 72 =	0	
	6. MICROFORM RECORDS	Reels	NUMBER (16mm) 9270	NUMBER (35mm) 1555	16mm ÷ 84 =
				35mm ÷ 54 =	28.8
Aperture Cards		///	0 ÷ 6 =	0	
Microfiche		///	918.6 ÷ 6 =	153.1	
7. TOTAL VOLUME ON HAND (1 through 6)			26053.4		
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			26354.5		
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	301.1	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

12/6/81

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

EQUALS ONE CUBIC FOOT

Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

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ILLEGIB

ANNUAL SUMMARY OF RECORDS HOLDINGS
(See Instructions on reverse before completing form)

Reporting period (From - To)

To: From (Reporting unit)

VOLUME OF RECORDS (cubic feet)

STATUS—ACTION	DEPARTMENTAL		FIELD		TOTAL (e)
	Current File Rooms and Offices (a)	Staging, Holding and Other Storage Areas (b)	Current File Rooms and Offices (c)	Staging, Holding and other Storage Areas (d)	
1. On hand—beginning of period					
2. Transferred to: a Fed. Records Centers or National Archives b Other agencies					
3. Destroyed					
4. On hand—end of period					
5. Magnetic tape (Number of reels included in item 4)					No. of Reels

CERTIFICATION:

The records holdings reported on this form are adequately covered by current and operational Records Control Schedules as provided by Sub-part 101-11.4, "Disposition of Federal Records" of the Federal Property Management Regulations.

☐ Yes ☐ No (If "No", please attach explanation)

Remarks: (Include comments on significant increases or decreases in holdings, any plans for records cleanout campaigns, or any other significant records disposition matters).

Name of person with whom to confer

Phone Number

Date Prepared

Title

Signature

GENERAL

This report is required by GSA Regulations FPMR 101-11.102 7. Submit the report for each fiscal year to the National Archives and Records Service, GSA (NCD), no later than August 1 of each year.

Records to be included in the total volume of records should comprise:

1. All the records of the reporting agency;
2. Records held at agency sites for GAO audit; and
3. Official Personnel Folders (records of the Civil Service Commission) in the custody of the reporting agency.

A Standard Form 136 shall be submitted for each Agency, Bureau, Service or other organizational unit which has National Archives and Records Service assigned record group number. If an organizational unit has no record group its records holding should be totaled in with the next higher organizational level which does have a record group.

No volume should be included for Agency records centers operated by the reporting agency, in accordance with GSA Regulations FPMR 101-11.412.4. This data should be submitted as separate reports on Standard Form 137, Agency Records Center Annual Report.

DEFINITIONS

"Departmental" means the headquarters office of the reporting agency, as contrasted to its field offices, but excludes Agency records centers.

"Records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics made or received by an agency of the United States Government under Federal law or in connection with the transactions of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of

data in them. Library and museum material made or acquired and preserved solely for reference or extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

"Field" means the reporting agency's offices other than the headquarters office and Agency records centers.

"Staging, Holding, and Other Storage Areas" means areas at departmental or field locations formally designated for staging and holding purposes, as well as all other storage areas except current file rooms and offices, Agency records centers, and Federal records centers.

The term "magnetic tape" includes all tapes on which data are recorded as part of an automated data processing or information retrieval systems. Audio recordings of music, speeches, and the like are not included.

EQUIVALENTS

For the purpose of this report, volume may be calculated according to the following table of cubic foot equivalents:

Filing cabinets:

- One letter-size drawer = $1\frac{1}{2}$ cubic feet
- One legal-size drawer = 2 cubic feet

Filing cases:

- One 3- by 5-inch case = $1/10$ cubic foot
- One 4- by 6-inch case = $1/4$ cubic foot
- One 5- by 8-inch case = $1/4$ cubic foot

Shelf files:

- Letter-size, 1 linear foot = $4/5$ cubic foot
- Legal-size, 1 linear foot = 1 cubic foot

Tabulating cards:

- 10,000 cards = 1 cubic foot

Outsized equipment:

- Inside cubic measurement

Magnetic tape:

- Seven reels = 1 cubic foot

Microfilm:

- 100 16mm reels (100 feet) = 1 cubic foot
- 50 35mm reels (100 feet) = 1 cubic foot

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